

Cataloging Policies and Procedures: General

Upon receipt of the first available volume of the series, the bibliographic record for the series should be reviewed and updated as a priority by cataloging staff; this will ensure that acquisitions staff processing later volumes will be able to find the record and verify that the volume in hand belongs to the series. Due to Voyager profile settings, it may simplify workflow to restrict cataloging of the first available volume of a series to staff authorized to import records from LCDB or OCLC.

At SML, if a preliminary record comes out of the backlog with **1x sso** in 852, cataloging staff must update the series bibliographic record according to the procedures described for classed separately or classed-together. In general, YUL catalogers should consult with their library's acquisitions staff if it is not clear which series bibliographic record is to be updated. Always consult with acquisitions staff before creating a new series bibliographic record if a previously established series standing order has a title change; the new series record must be linked to the correct purchase order.

The classification and analysis decision is ultimately the cataloger's. Generally, if an SAR is found, the decision documented on the SAR is followed, but following the SAR decision is not required. For example, if the SAR documents a classed-together analyzed decision and it is known that the library intends to own only selected items, the decision may be to class separately, especially in the case of older materials. It is also not required that all YUL libraries follow the same classification/analysis decision, although the default decision is to use the same decision across YUL.

Source URL: <https://web.library.yale.edu/cataloging/serials/series-mpm-cataloging/general>